Smart Board Operating Instructions

- Turn on power to monitor (located bottom right hand corner)
- On the wall panel, under ***DISPLAY***, press and hold the ***ON*** button for about 3 seconds
- Turn on the computer in the glass cabinet
- To use other devices, on the wall panel select either

  PC
  Laptop
  DVD
  VCR

  and check the power is on to the device.
- To use your own files either plug in your USB drive to the front of the computer or to connect to your U: drive, double click on ***Login to Network Drives*** icon.
- To switch between devices (PC, Laptop, DVD, VCR) select the desired device from the wall panel
- To turn the Smartboard off, press and hold the ***Off*** button on the wall panel for 3 seconds until the button flashes green
- To use a Laptop, choose Laptop on the wall panel. Plug in the video cable into the laptop. The sound lead (the green jack) goes into the headphone port of the laptop.

Using the screen as a Whiteboard

- With the computer on and selected on the wall panel, click on the on the side of the screen
- A side bar opens and choose the and a blank notebook screen will open which can be minimised

DO NOT use markers of any sort to write on the Smartboard